



**UMATILLA COUNTY
POSITION DESCRIPTION**



*Department: Land Use Planning
Position Title: Planner II- GIS*

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** 25
Union Covered: Yes **BOLI Exempt:** No

GENERAL DESCRIPTION OF POSITION

Prepares and administers land use ordinances, comprehensive plans, and related land use planning projects/programs which guide land use and development within Umatilla County. Serves as the lead for preparing and maintaining digital maps and data for use in a Geographic Information System (GIS) by the Planning Department.

SUPERVISORY RELATIONSHIPS

Received:
Direct supervision of work by Planning Director. Schedule and tasks are assigned daily or at weekly staff meetings. Checking of work is infrequent and when done is verbal. Annual review of work quality and productivity is made by the Planning Director.

Provided:
No supervision responsibilities, but coordination of work tasks with other staff members is important.

PRINCIPAL DUTIES OF POSITION

Essential Elements of this position are noted as [EE]

- Planning - Data collection and research, writing staff reports and findings, reviewing land use proposals and ordinances, interpretation of state land use laws and court decisions and how they affect the county, working with and organizing meetings for citizen groups and public agencies relating to county land use plans and proposals. Develops and coordinates specific grants and projects funded by various state or federal agencies. Part of planning team for long-range planning, including updates to the Comprehensive Plan, Transportation System Plan and other special land use projects. May be assigned lead responsibility for certain long range planning projects; responsibility will include every aspect of a planning project. EE
- GIS – Coordinate GIS data to support planning related projects; develop standards and implement procedures for GIS creation and maintenance of maps and complex databases; research data sources, digitize data and collect geospatial and attribute data; perform complex analyses of data specific to project demands or requests from the Board of

Commissioners, Planning Commission or Planning Director; produce maps, charts and other graphic information displays; develop written reports of data; develop maintain and update a variety of map resources and online maps; may participate in website development and maintenance to make cartographic and GIS information and resources available to the public; create vicinity maps and research adjacent property owners & address for public notices; assign rural addresses and process road naming applications as necessary for development; coordinate with US Census Bureau on planning related activities, including but not limited to submitting annual Boundary & Annexation Survey; assist PSU Population Research Center with County information; process GIS, map and data requests from the public. EE

3. Administration - General correspondence duties pertaining to planning matters; review of general planning data received and report to Director; provide planning and county information when requested by agencies or the general public; assist public at the front counter by answering questions, reviewing documents, providing general interpretation of the Development Ordinance, Administrative Rules, State Statutes, the land use process. Provide hands on assistance in completing necessary application forms. EE

4. Work Assignment and Supervision - Assign normal work to administrative staff, such as request to mail out reports, notices, etc.; supervise and check above assigned work.

OTHER DUTIES OF POSITION

Other Related Work as Required - Involves various assignments and projects requested by the Board of Commissioners, Planning Commission or Planning Director. May include research or GIS work related to planning, economic development, or related subjects.

REQUIREMENTS FOR POSITION

Desirable Knowledge, Abilities and Skills

Considerable knowledge of the principles and practices of land use planning in Oregon; working knowledge of zoning and subdivision ordinances and ability to apply them to specific development proposals; working knowledge of governmental and legal procedures and terminology regarding land use planning; ability to develop and supervise a project work program, perform research, compile technical data, plans and specifications; ability to write technical planning related reports; knowledge of GIS principles, applications and database development; knowledge of GIS software including ArcGIS and ability to manage, manipulate, model and represent data; knowledge of the principles, methods and tools used to perform data analysis; knowledge of the principles and methods of cartography; ability to maintain harmonious relations with the public and governmental officers; ability to provide assistance to the general public at the front counter and at meetings.

Experience and Training

- Bachelor's Degree from an accredited college/university with major course work in community planning, geography, or related field.
- Work experience in city, county or regional planning and experience using geographic information systems with an emphasis on planning and development; or any satisfactory equivalent combination of education, experience, and training is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. Employee must be able to routinely climb/walk on uneven and mountain terrain and stairs.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS & EQUIPMENT USED

Computer/Tablet, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in outside weather conditions. Work performed in the field involves all weather conditions; the employee rarely works in an office environment.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature/Date